

KentuckyHistoricalSociety

Pass the Word Spring 2013 Graduate Internship Special Collections and Library

The Kentucky Historical Society (KHS) is a state agency and membership organization that is fully accredited by the American Alliance of Museums. The KHS mission is to engage people in the exploration of the commonwealth's diverse heritage by providing connections to the past, perspective on the present and inspiration for the future.

KHS seeks a graduate-level intern to assist with the Pass the Word project. Pass the Word is a new oral history discovery tool from the Kentucky Oral History Commission (KOHC) at KHS. A centralized database allows researchers to search for the state's oral history collections and resources in one centralized online location and be connected directly with the institution charged with providing access to those collections, whether they are available online or in person. Content can be added and edited by the oral history repository owner, thus facilitating continual updated access to oral history collections. The objective for this internship is to assist in the initial population of collection level and interview (or item) level content into the website.

Intern Objectives:

- Work with partner repositories either on-site or via phone and email to successfully import oral history collections.
- Help populate Pass the Word by importing oral history collections into the site for KHS and other repositories.
- Write item and collection level descriptions by expanding upon existing descriptions.
- Promote Pass the Word by assisting with outreach initiatives to increase the public and repositories' understanding of the project and its benefits. Outreach initiatives include writing three blog posts, using other social media tools to publicize the website and advocating for it while visiting repositories.

Skill Required:

- Ability to work independently once instructed how to perform a task.
- Communication skills to effectively work with people via phone, email and in person with various professionals in the field.
- Adaptability to work in different surroundings, such as visiting other institutions.
- Basic computer skills.
- Majority of time will be spent sitting and using computer in an office environment.
- Travel may be required. Successful candidate must have a valid driver's license and reliable transportation. Mileage will be reimbursed.
- Total Hours: 200, over 12 weeks or less.

This is a temporary position with a stipend based in Frankfort, Ky. Employee benefits are not available. Housing is not provided. To apply, e-mail cover letter, internship application and resume to phyllis.gilman@ky.gov. No phone calls please. Equal Opportunity Employer M/F/D.